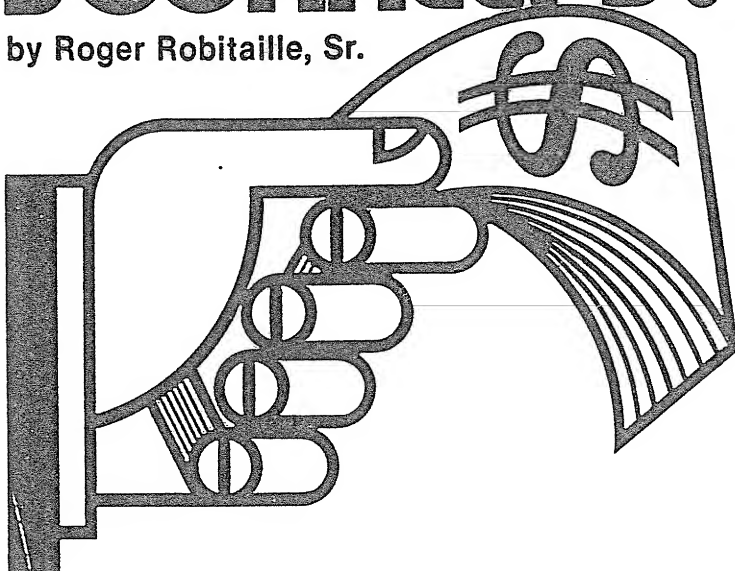


DOME BOOKKEEPING

by Roger Robitaille, Sr.



Contents

1. INTRODUCTION
2. LOADING THE PROGRAM.....
3. BACKING UP THE PROGRAM
4. ALTERING THE CHART OF ACCOUNTS.....
5. TEST DATA FUNCTION
6. BREAK COMMAND
7. POSTING CHECKS
8. POSTING DEPOSITS
9. SAVING DATA
10. CALLING BACK DATA
11. INITIALIZATION
12. PRINTED REPORTS.....
13. AUTOMATIC OPERATION

Please direct any orders or questions concerning DOME BOOKKEEPING to:
The Software Exchange
6 South Street, Milford, NH 03055 (603) 673-5144

1. INTRODUCTION

HOME BOOKKEEPING was designed to be a valuable tool for the small businessperson who has chosen to use a microcomputer for business applications. It streamlines and improves the bookkeeping process while retaining the structure of the well-known and proven Home system.

No previous experience with computers is necessary to be able to operate HOME BOOKKEEPING. It would be wise, however, to read this manual thoroughly before using the system and then learn the functions of each menu selection, step by step, as the manual explains them. Familiarity and speed of operation will quickly be gained by experimentation, using the test data generator for convenience.

2. LOADING THE PROGRAM

To ready HOME BOOKKEEPING for use, follow these steps:

DISK

1. Turn on the expansion interface, printer (if applicable), computer, screen, and disk drives, in that order.
2. Insert diskette into drive 0, press RESET (boot).
3. When DOS READY appears, type BASIC and press (ENTER).
4. When HOW MANY FILES? appears, press (ENTER).
5. When MEMORY SIZE? appears, press (ENTER).
6. When READY appears, type RUN"HOME and press (ENTER).
7. When WHAT IS THE DATE? appears, type in the date you wish to have appear on printed reports as "period ending", in any format you are comfortable with, avoiding the use of quotes and commas. Or, if you do not care to have the entry dated, press (ENTER).
8. The "MENU" is now displayed, and HOME BOOKKEEPING is ready for data entry.

TAPE

1. Turn on the computer and screen.
2. When MEMORY SIZE appears press (ENTER).
3. Rewind tape to 0, press PLAY on recorder.
4. When READY appears on screen, type CLOAD(ENTER).
5. When READY appears, type RUN(ENTER).
6. As in 7. and 8. above.

3. BACKING UP THE PROGRAM

The first thing you should do on receipt of your HOME BOOKKEEPING program is to create one or more backup copies. You will then have a spare in case you have problems with or run out of space on the original.

For disk instructions, refer to the Radio Shack TRS-80 DOS/Disk Basic Manual; for tapes, refer to the Radio Shack Level II Basic Reference Manual.

If you are planning to alter data statements to bring the chart of accounts into conformity with your own system, it is a good idea to make extra copies for that purpose.

4. ALTERING THE CHART OF ACCOUNTS

You may make any changes you wish to alter the chart of accounts for your own use. The lines to be altered are the "data statement" lines, 20, 21 and 22 for Deductible expenses and 24 for non-deductible expense. You will note that line 22 contains Spares #1, 2 and 3 — which are simply blank deductible accounts waiting for you to customize them, and line 24 contains Spare 4 and 5; blank non-deductible accounts. You may also change any other lines as well.

Editing

Load the program as instructed. When the program is on the screen, press (BREAK). Type LIST 22 (or whatever line number you want to change) and (ENTER). Line 22 will be displayed on the screen. Now type EDIT 22 (ENTER).

Now each time you tap the space bar, a character in line 22 will be displayed until you have spaced your way to the place in the line you wish to change. If you want to get rid of all of the rest of the line, type H for Hack; this destroys the characters from where you are to the end of the line. You then replace them by typing in anything you like, and when you are satisfied, press (ENTER). Line 22 will now be altered **in the machine memory** to your new specifications.

Another way of changing, if you wish to make an insertion and don't want to use the H command, is to space to the character just before the ones you want to change, then tell the computer how many characters you want to delete by typing (for instance) 2D. The screen will enclose the designated 2 characters, and (ENTER). To see how the line looks after changing, type LIST 22 (ENTER).

When you have completed your changes, the lines **in the machine memory** will be altered, while the program on the disk remains unchanged. If you have made mistakes and have hopelessly scrambled the lines in the machine memory, all is not lost; you may simply re-load the program, and start over again.

Disk

SAVE "DOME (ENTER). This will "overwrite" the version of DOME already on the disk, incorporating your new elements. You might consider saving under a different name or on a different tape until your revised version is fully tested.

Tape

When you are satisfied that your changes are correct, load a fresh blank cassette into the recorder, rewind, press PLAY and RECORD on the recorder, and type CSAVE (ENTER).

Note: Under no circumstances may an account area simply be deleted — it must be replaced with something even if it is a "/". The program is anticipating 35 deductible and 8 non-deductible expense areas and there must be a corresponding piece of data for each area. You may also maintain alphabetical order by inserting the additions in their correct alphabetical position and deleting elsewhere concerning yourself only with the 35/8 totals. However, this will distort the account numbering scheme of the official Dome Bookkeeping Journal (available at \$7.00 including shipping).

5. TEST DATA FUNCTION

A test data generator has been included (No. 6 on the menu) to give the learner a speedy way to fill the program with data to manipulate. The amounts will make no particular sense, but the computer will dutifully add, subtract, accumulate, or list them as it is expected to do, demonstrating the way each section of the program works. To get rid of the test data, simply press BREAK and type "RUN" and load the program over again. Be careful not to get test data mixed with real data. NEVER type 6 when in MENU if you have real data in the machine. The test data will overwrite everything else. A permanent change to avoid this danger once satisfied you are comfortable with the program's operation is to replace LINE 30000(?) with 30000 RETURN.

6. BREAK COMMAND

Certain types of keyboarding errors can cause the computer to display a mystifying line such as ILLEGAL FUNCTION CALL IN 15 or SUBSCRIPT OUT OF RANGE IN 670. It then says READY and waits for you to make the next move; but (ENTER) gets you nowhere, and the command RUN goes back to the beginning but wipes out all the data you have put in the machine. The solution is to press the (BREAK) key and type GOTO 50, which gets you back to MENU safely, without disturbing the data. (If READY is already displayed a simple GOTO50 will do.) You can use this routine any time you want to get out of any part of the program and back to MENU, even if you're just bored waiting for the machine to go through a long routine. NEVER insert a comma.

7. POSTING CHECKS

From MENU, select 1 for Check Entry. The screen will display the chart of accounts for your convenience, and at the bottom of the screen the computer will give you the current entry number and prompt you to enter the Account Number. Select the proper number from the chart and enter it. The computer will not accept an invalid account number; if you accidentally type in a non-existent number it will keep prompting for a correct number until it receives one. If "R" is entered the program will use the same Account number as the previous check entry.

After accepting the account number, the screen will display the name of that account for your review and prompt you again for a check number or similar information. You have four choices:

1. Enter a check number.
2. Enter 0 for a cash entry or adjustment. (You will have to remember to enter the check number manually on the next entry, else the automatic numbering feature will call the next check number "1".)
3. Press (ENTER) key for computer to automatically give you the next check number in sequence.
4. Enter R for Repeat, which will call up the same check number as in the last entry, giving you the opportunity to divide a check disbursement between two accounts. (For example, Ck. #333 for \$125, \$100 to Auto Exp., \$25 to Tax - Other.)

Next the computer will prompt for an amount. After this is entered, you are given another choice: Y/N/E. Y for "Yes" verifies the entry and tells the computer to accept the data. N for "No" rejects the entry and cancels it out (you then do it over). E accepts the entry and ends the check entry routine giving you the opportunity to review all entries and make corrections before proceeding further.

If you enter a check number which has already been used, (by a means other than using "R" after its first use), the screen will display CHECK NUMBER ALREADY ENTERED. Press (ENTER) and the computer will give you the next available check number.

8. POSTING DEPOSITS

Upon selection of no. 5 from MENU, the screen will display RECEIPT NO. XX (computer assigns receipt no.). All that is necessary is that you type in the amount. The computer can accept up to 6 digits. When you have completed entering your deposits (receipts), you may review them as in the check entering routine, and make any changes necessary.

If you need to enter a deposit which will exceed 6 digits, split it into two entries, one for the dollars and a second for the cents. For example, for amount \$10,226.49, enter first Dep. #1 \$10,226 and for Dep. #2 enter .49. The reason this is that individual entries are maintained to 6-digit accuracy while totals are maintained to 18-digit accuracy.

Posting Session

This program devises its own file names by appending to a "PS" prefix the session # entered by the user. More important, it uses the session # to derive the file name of the proper year-to-date file (assume this to be the "PS" + "session #-1").

Example:

Your session # = 8

The saved year-to-date info = PS8

The file read = PS7

The point of course is that the initial session # is quite arbitrary; however, each subsequent session # must be 1 higher than the last so that the proper year to last session file (PS#) will be read.

9. SAVING DATA

The system is designed to have you enter data at regular intervals designated as "posting sessions". Select 3 from the MENU, and when the screen gives you a choice of SAVE, READ, OR RETURN TO MENU, type 1. The computer will then ask you to assign a posting session number. Type it in, and when you press (ENTER) the data will be saved on the same disk as your bookkeeping program.

10. CALLING BACK DATA

The reverse process recalls the data and loads it into the program. Select 3, type 2 for READ FROM DISK, and give the number of the posting session. (ENTER).

IMPORTANT NOTE: You must remember that when you give the computer the number of a posting session, it will read into the program the correct information to operate IN that posting session. While accepting information for session 6, it will fill the memory with accumulated information through session 5. If you want to load into memory all the information through the end of posting session 9, you should ask for session 10.

After initialization and establishment of regular posting sessions, the **FIRST THING YOU MUST DO** when starting a new posting session is to call back data from the last session, else everything you enter will be useless because it cannot be made cumulative.

Posting Session Here Please

11. INITIALIZATION

This mode simply gives you the opportunity to make the transfer of data from the manual system to the computer, entering year-to-date totals. It also acts as a safeguard for system crashes, as you can take year-to-date totals from printed reports and re-enter them in case of emergencies.

Check files (PS # CK) are maintained by this program as a matter of course. However they have no true ongoing significance to the program itself since all computations are based on the year-to-date (PS#) files. This provision was made so that the user may choose to prepare some special application programming themselves using those check files as a data file. Dome Bookkeeping itself has no further use for the checking files themselves so they may be "KILL"ed or transferred to a separate disk or tape for archive storage increasing the disk storage capacity to over 30 sessions.

12. PRINTED REPORTS

If you select 7 without the printer hooked up, the screen will say **PRINTER NOT READY** and go back to MENU. IN order to use the Printed Reports mode, turn on the printer as you prepare to use the program (see 2. Loading the Program). Now when you select 7 for Printed Reports the computer will ask whether you want all or one. You

13. AUTOMATIC OPERATION

This mode cycles the various operations through their normal sequence automatically, without menu selection.

A logical sequence of operation in Small Business Bookkeeping is:
Step

- A. Load year to last session totals by reading last session.
- B. Enter the checks written since your last posting session.
- C. Enter the deposits and sales taxes collected since last posting sessions.
- D. Print appropriate report (transcribe from screen report if you don't have a printer.
- E. Save session totals and check file.